

Office of Field Services

District Self Review Process

Purpose:

To provide an opportunity to review the use and coordination of district funds and to evaluate its use, coordination, and effectiveness in implementing programs according to program mandates. It is also to provide an opportunity for a district to gather input on the programs, to enhance coordination, and to review school improvement efforts.

Process Outline: District Self Review Process

Self Review Procedure

To facilitate the self review:

- Decide which building(s) to include in the on site self review. Include buildings receiving Title I, 31a, and other federal funds.
- Use data from MEAP and other sources to highlight a problem area.
- Invite the stakeholders group to participate, i.e., superintendent, principal(s), program directors, staff funded by state and federal programs, and at least one regular education teacher, ISD funding directors, and with PSAs, a representative from their chartering body.
- Conduct a pre-meeting with the stakeholders group.
- Discuss the importance of the review; review the purpose and explain materials in the packet.
- Answer questions about purpose or materials in the packet.
- Go over the review process in detail.
 1. Include central office in discussion.
 2. Explain completion of Items 1a, b, c, d, 8a, and 9 on the on site review study guide.
 3. Review how to gain consensus.
 4. Agree on date for completion and submission.
- Detail what to do with documentation
 1. Cite documentation.
 2. List documentation to be attached to the consensus document.
- Report to the Office of Field Services:
 1. Consensus on site review document for each building reviewed.
 2. Attachments submitted.

Response of the Office of Field Services

Consultant responds to district chairperson.

- Accepts the review as submitted.
- Sends letter confirming satisfactory completion of self study process.
- May select district for a follow up visit and additional discussion.